

## PROCEEDINGS OF THE GREEN BAY WATER COMMISSION

Meeting of the Water Commission held at 8:30 a.m., Monday, July 13, 2015 at the Water Utility office.

Present: Kathryn Hasselblad-Pascale, Leon R. Engler, John C. Heugel, Nanette M. Nelson, Lisa Bauer-Lotto. Also present: General Manager Quirk, Comptroller Mueller, Engineering Services Manager Powell, Water Commission Attorney Vande Castle, and Recording Secretary Smith.

Absent: James F. Blumreich (excused), Douglas J. Martin (excused), and Ald. Sladek.

### Action items

1. The meeting was called to order by Vice President Hasselblad-Pascale. A motion was made by Nelson, seconded by Heugel, and unanimously carried to approve the Water Commission Meeting minutes of June 15, 2015.
2. General Manager Quirk discussed the Water Utility Billing Services Agreement between the Green Bay Water Utility and the City of De Pere. The agreement is preliminary and not complete at this time. There is a need, however, for the basic terms of the agreement to be approved in order to allow the Harris computer service to begin transferring data from De Pere to Green Bay. Discussion on this between the Commissioners, General Manager Quirk, and Attorney VandeCastle ensued.

Lisa Bauer Lotto arrived at 8:40 AM.

A motion was made by Heugel, seconded by Nelson, and unanimously carried to approve the preliminary Water Utility Billing Services Agreement with De Pere, subject to final review and approval by Green Bay Water Utility legal counsel and subsequent approval by Green Bay Water Utility Commissioners, allowing that the approval of the preliminary agreement would permit going forward with pressing, necessary action (i.e. data transfer by Harris.)

### Discussion items

3. General Manager Quirk presented the Risk Management plan outline she had prepared. The plan focuses on four Green Bay Water Utility areas of identified strategic risk management. Those areas include: 1.) Cyber security, 2.) Delivery of safe, affordable, and sustainable water (includes: source, transmission, water quality, regulatory, distribution, growth), 3.) Emergency response planning, and 4.) Staff retention, new technology, business process reengineering, finance, growth, etc.

The Commissioners agreed that this outline addresses the issues that they had hoped to see in the Green Bay Water Utility's Risk Management Plan.

### Information Items

4. The Commissioners reviewed the financial report. Comptroller Mueller presented the Green Bay Water Utility financial statements as of May 31, 2015 and June 30, 2015, and the June 30, 2015 Cash

Position. Comptroller Mueller stated that he will be submitting the rate increase to the Public Service Commission of Wisconsin on Wednesday, July 15th. The desired rate increase is 5%.

5. General Manager Quirk presented her report to the Water Commission:

The Utility had 19,000 feet of replacement main scheduled for this year. So far, 13,000 feet have been replaced, with 2,500 feet left. There were 4,000 feet of main deleted from the project.

The bi-annual "Lead in Drinking Water" press release was sent out to the media. The "Lead in Drinking Water" brochure was mailed out with the city-wide water invoices. The brochure was also distributed by the Brown County Health Department (BCHD) to various local agencies. In addition, the Utility supplied hard copies of the brochure to the BCHD. These actions fulfilled requirements to the Department of Natural Resources for lead education.

The 2015 Consumer Confidence Report was mailed out to all Water Utility customers by June 30<sup>th</sup> in accordance with the Department of Natural Resources requirements.

The Unidirectional Flushing Program is expected to be complete by early August. There is one crew out in the Alpine zone, and only one small section -the Mount Mary zone- of the City left to finish.

The company Energenics is currently updating the SCADA computer system at the Filter Plant.

The general contractor in charge of painting the bodies of fire hydrants a uniform yellow will soon be painting hydrants in another third of the City. The summer help employees have finished painting the color-coded nozzles on those fire hydrants which bodies have already been painted yellow.

Power Engineers, our consultant helping us implement Cityworks, has begun training and testing their program in the Metering and Customer Service area and Distribution area. The Front Office will be training on the Cityworks software soon.

The Distribution Maintenance Worker position was posted externally. Interviews for this position will be conducted shortly. Current Filter Plant Operator Mike Palubicki has announced his retirement date of October 2, 2015. The position was posted internally, and the Filter Plant Relief Operator has filled it. The Filter Plant Relief Operator position will be posted externally, starting this week, until it is filled by a qualified candidate. The Utility will also be hiring a temporary employee for the Front Office to help during various upcoming transitions.

Patrick Glynn of Carlson Dettmann is continuing his work on the Utility's salary study. He is currently gathering data from other water and wastewater utilities throughout the state to be used for comparison against Green Bay Water Utility salaries. He will be at the August 10<sup>th</sup> meeting of the Commission to present an update.

General Manager Quirk stated that the Utility has begun the process of creating a long-range master plan for the Green Bay Water Utility. At this time, they are seeking out population and demand projections for the City of Green Bay and all of the Utility's wholesale customers.

There had been an item on the proposed state budget (Item #66) which had stated that municipalities would be required to supply water to any surrounding towns that requested it. This item has since

been amended to refer specifically to Kenosha County and therefore ended up not impacting the Green Bay Water Utility.

The Town of Scott, one of the Utility's wholesale customers, has been consuming an unusually large amount of water lately. Their normal usage is around 200,000 gallons/day. Current usage has been around 500,000 gallons/day. The Utility is working with them to try to figure out what is causing this variation. This week, the Utility will be replacing the current meter with a new mag meter to verify that the current meter is working properly.

The Wisconsin Water Association Annual Conference will be held in Wisconsin Dells on September 9th-11th. General Manager Quirk extended an invitation to any Commissioners who would like to attend. See this link for details on the conference: <http://www.wiawwa.org/?page=AnnualMeeting>.

The foundations, floor slabs, and under-slab piping is complete at the Wrightstown and Ashwaubenon meter stations. The masonry at the Ashwaubenon site is approximately 50% complete. After the Ashwaubenon masonry is complete, masonry work will begin at Wrightstown. Utility taps and connections will be installed in Ashwaubenon over the next two weeks. There will be a pre-construction meeting on July 15<sup>th</sup> at 10:00 AM with Carl Bowers and Sons to set the schedule for the Wrightstown Transmission Main Pipeline construction.

General Manager Quirk reported that she, Engineering Services Manager Powell, and Water Quality Manager Hardwick have completed the meetings with the Utility's twelve largest customers. Their last meeting was with Schrieber Foods at the end of June and they discussed their decreased usage of 44%. This is due to them removing their water-cooled air-conditioning system and replacing it with an air-cooled system.

The Utility is gathering information on Granular Activated Carbon (GAC) filter systems. There is currently a GAC pilot program at the Filter Plant. Last week, General Manager Quirk and Water Quality Manager Hardwick met with representatives of the Paul M. Neal Water Plant in Lake Bluff, IL, to discuss their GAC system. Their system has some significant similarities to the Utility's. However, they are adding phosphorus for a corrosion inhibitor and we are not at this time.

The Utility is formulating a plan to remove all of the lead services in the City. There are approximately 1,900 lead services in the City of Green Bay.

6. Motion made by Engler, seconded by Heugel, and unanimously carried to adjourn the meeting.

Meeting adjourned at 9:10 a.m.

Respectfully submitted,

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Leon R. Engler, Secretary